

School of Sciences Office of the Dean

## MEMORANDUM

TO:

Dr. Bayo Lawal, Dean, School of Sciences

FROM:

Cynthia Ellison, Dean's Office Thena Ellis

DATE:

February 9, 2005

RE:

Retirement

Please accept this as my notification to you of my intent to retire. As I stated in my letter to Debra Foster, I am no longer willing to subject myself to an environment that is potentially unsafe to me and others around me. The effective date of my retirement will be April 1, 2005. I would also like to discuss with you my plans concerning leave.